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PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
DEPARTMENT OF TOURISM
SWETMAHAL, AGARTALA

No.F.1(15)-Tourism/Estt/2014/4989-97 Dated, Agartala, the 11th July, 2025.

NOTIFICATION

In exercise of the powers conferred by provision to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the **Upper Division Clerk (UDC)** posts in the Department/Organization namely :-

1. **Short title and commencement-**

   a) These rules may be called **Upper Division Clerk (UDC)** under Tourism Department, Recruitment Rules, 2025.

   b) They shall come into force on the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. **Number, Classification and scale of pay:-**

   The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in **rows 2 to 4** of the Schedule enclosed at Annexure-I.

4. **Method of recruitment, age limit, qualifications, etc.:-**

   The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said posts shall be as specified in rows **5 to 13** of the said Schedule.

5. **Disqualification:-** No person

   a) Who has entered into or contracted a marriage with a person having spouse living; or

   b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:**

   Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Repeal :-**

   The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. **Savings:-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provision of the GO.No.04. File No.20(3)-GA(P&T)/19, Dated, 7th November, 2020 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

9.7.25

(Secretary)
Tourism Department
Government of Tripura

(Ll. K. CHAKMA)
Secretary,
Tourism Dept.
Govt. of Tripura.

Annexure-I

Recruitment Rules for the post of Upper Division Clerk under Department of Tourism, Government of Tripura

SCHEDULE

<table>
<tr><td>1.</td><td>Name of the post</td><td>:-</td><td>Upper Division Clerk (UDC)</td></tr>
<tr><td>2.</td><td>Number of posts</td><td>:-</td><td>04 (Four) nos. (plus additional post as when created.)</td></tr>
<tr><td>3.</td><td>Classification</td><td>:-</td><td>Group-C (Non-Gazetted)</td></tr>
<tr><td>4.</td><td>Scale of Pay</td><td>:-</td><td><table><tr><td>Scale of Pay (Pre-revised)</td><td>Corresponding revised Scale of Pay.</td></tr><tr><td>PB-2, Pay Band Scale Rs.5700-24000/- GradePay-Rs.2800/-</td><td>Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 201 8]</td></tr></table>Subject to revision by the Government from time to time</td></tr>
<tr><td>5.</td><td>Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods</td><td>:-</td><td>i. 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment.
ii. a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.
(b) Interview/viva voce shall be not exceeding 15% of the Total Marks.
(c) Syllabus :- Enclosed at Annexure-A.(and as revised by the Government from time to time)</td></tr>
<tr><td>6.</td><td>Age limit for direct recruitment</td><td>:-</td><td>18 to 40 years, Upper age limit is relaxable by 5 (Five) years in case of ST/SC/PwDs (PH) /Government servant candidates.</td></tr>
<tr><td>7.</td><td>Educational and other qualification required for direct recruitment</td><td>:-</td><td>i. Graduate Degree from any recognized University.
ii. Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge.
iii. For selection to Bengali 'Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board along with basic Computer Knowledge.
iv. PRTC is required while applying for the post.
Desirable :-
Having Knowledge of Bengali/Kokborok.
Note :-
a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.</td></tr>
</table>

			b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment. c) **Exemption for Persons with Disabilities.** Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Age :- No. Qualification :- No.
9.	Whether Selection post or Non-Selection post	:-	For Direct recruitment :- Selection(As per Item No.5(ii) above) For Promotion:- Non-selection.
10.	Period of probation, if any	:-	2(two) years
11.	In case of recruitment promotion/ transfer on deputation, grades from which promotion/ transfer on deputation is to be made.	:-	Promotion from the LDC grade such as LDC/LDC(Store)/LDC(Certificate)/LDC (Compilation)/LDC-cum-Cashier/LDC (Record keeping)/LDC(Registrar) /LDC(Accountants)/LDC(Library)/LDC(Typist)/LDC (Stock Ledger keeping)/LDC(Tally)/LDC(Typist-cum-Clerk/ Typist (Bengali) /Typist/ Cashier) With at least 5(five) years service experience in the grade. **Transfer on deputation** from UDC grade post from any other department of the State Government.
12.	If a DPC exists, what is its composition	:-	Group-C DPC.
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14.	Repeal	:-	Existing Recruitment Rules Notified vide No.F.1(13)-Tourism/Estt/2014/5291-300, dated 30/7/2014 of this Department are hereby repealed with immediate effect and is replaced by this Recruitment Rules

9.7.25

Secretary,
Tourism Department.

(U. K. CHAKMA)
Secretary,
Tourism Dept.
Govt. of Tripura.

Annexure-A

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper-I English	Report Writing or Essay, Translation into English from Bengali, Summary / Precis Writing (Descriptive Type/Conventional Exam)	40	2 (Two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	30	
Paper-II General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2 (Two) hours
Interview	Personal qualities of the candidate e. g- Intellectual ability, Interest in current affairs etc.	30	-

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of vacancy to be filled up	Number of candidates to be called for Interview (Category wise)
1 (one)	05(five) candidates. **(1:5)**
2 (Two)	08(eight) candidates. **(1:4)**
3 (Three) and above.	03(three) times the number of vacancies. **(1:3)**

Note :- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

9.7.25

Secretary
Tourism Department
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